



Client Enrichment Series

Welcome to today's presentation:

eRETA Digest

August 10, 2021

The presentation will start at 1 pm Eastern

Note: Phones are automatically muted during the presentation. You can ask questions via the Q&A feature and our eRETA eXPERTS will address them. A formal Q&A document, session slide deck, and a recording of this class will be made available on www.gsa.gov/ces after our session.



external RWA Entry and Tracking Application (eRETA)

eRETA Digest

August 10, 2021

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Required use of eRETA to send RWAs and RWA Work Requests

We have an extensive outreach and training program developed that will allow preparation time to enable our customers to institute this new process.

A host of resources, guides, presentations, Q&A
and training videos are available online at:

www.gsa.gov/ereta

and

www.gsa.gov/ces

Audience Poll - eRETA Access

What access do you currently have in eRETA?

- Data Entry user
- Read Only user
- I don't have an eRETA user ID yet

Audience Poll - Number of Work Requests

If you are a Data Entry User, approximately how many RWA Work Requests have you sent to GSA in eRETA since eRETA was required in Oct 2019?

- 1-5
- 6-10
- More than 10
- I am not a Data Entry User

Today's Topics

- ***FY2021 Year-end Reminders***
- *eRETA Website and Access*
- *Work Request Workflow*
- *Understanding the eRETA Searches and a walkthrough of all search fields*
- *Work Request/RWA “Progress Tracker” (NEW - April 2021)*
- *Creating a Work Request*
 - *Tab Instructions Feature*
 - *Data Entry - Customer Info, Billing Info, Accounting Details, Customer Approval*
 - *Component Treasury Account Symbol (TAS) Format and “My Favorites”*
 - *Multiple Funding Strings and the “Line to Bill” Feature*
 - *Validations on Dollar Amounts, Treasury Symbols, and Period of Performance (NEW - April 2011)*
 - *Digital Signatures*
- *Four RWA Amendment Input Codes*
- *Open Q&A*

FY2021 Year-end Reminders

All “fully executable” RWAs must be sent to GSA for acceptance in eRETA no later than **Wednesday, September 8th, 2021**. ([Click here](#) for official year-end guidance)

“Fully executable” is defined as meeting the following three conditions:

1. A clearly defined scope of work for a current bona fide need,
2. The appropriate funding based upon an approved and linked eRETA Summary Cost Estimate (SCE), and
3. The “Send to GSA” button has been clicked in eRETA generating the “Customer Request for Acceptance” automated notification (a copy will automatically be saved in the Documentation section of eRETA)

PBS is unable to accept RWAs from customers sent after September 8, 2021. The only exception is for severable service requests (e.g., additional cleaning services in response to COVID19).

Gaining Access and Training Materials

Visit www.gsa.gov/ereta

Main page is where you can find:

- Link to the PBS External Portal (where you go to login to eRETA)

“Training Materials” page is where you can find:

- Detailed user guides and Quick Tips on how to navigate and use eRETA
- Video demonstrations and recordings of past training sessions

“How do I access eRETA” page is where you can find:

- Detailed steps on applying for eRETA access (3 simple steps)
 1. Complete initial online application (Account Request Form)
 2. Forward completed Account Request Form to your supervisor and have them send directly to ereta@gsa.gov with a statement affirming your request for access
 3. Receive “Welcome to eRETA” email and follow final instructions

Work Request Workflow

Customer enters Work Request (WR) into eRETA	
Pre-Planning Status	Customer saves WR information
Unassigned Status	Customer send WR to GSA
Planning/Estimate Status	GSA assigns PM/POC to project/service
	GSA PM/POC and Customer develop requirements (Scope and Estimates)
	Customer enter remaining information and sends to GSA for acceptance
Pending-New Status	GSA reviews and enters GSA-specific information
Sig-Requested Status	GSA routes for digital signatures
Accepted Status	Customer and GSA digitally sign RWA via DocuSign Email

eRETA Search Tips and Tricks

- Multiple search criteria means eRETA will search for all records that match ALL criteria entered
- The “little person” icon auto-populates your name in the User ID field
- Hyperlinks on the searches and throughout eRETA open up the Glossary definition for that term
 - Customer ID - searches for records that have the matching data in the “Requisition ID”, “Customer Order Number”, “Agency Accounting Data”, or the “Brief Project Description” fields
- “Pending Action” filter allows you to locate WR/RWAs awaiting your action and attention

eRETA Search Tips and Tricks (cont.)

The screenshot displays the eRETA system interface. On the left, the 'Work Request / RWA Search' panel contains various search criteria with magnifying glass icons. An orange arrow points from the 'Building Number' magnifying glass icon to a 'Building Search' window that has opened. This window contains input fields for Building Number, Organization Code, Address, City (pre-filled with 'albany'), State (pre-filled with 'New York'), and Zip Code, along with Search, Clear, and Cancel buttons. Below the search window, the 'Search Results' table is visible, showing 20 records found, displaying page 1 of 2.

Bldg No	Organization Code	Building Name	Address	City	State	Zip Code
NY0002ZZ	P0225510	JAMES T. FOLEY USPO & CT HOUSE	445 BROADWAY	ALBANY	NY	12207
NY0300ZZ	P0225510	LEO W OBRIEN FB	1 CLINTON AVE	ALBANY	NY	12207
NY6478ZZ	P0225500	401 NEW KARNER ROAD	401 New Kerner Rd	ALBANY	NY	12205
NY6479ZZ	P0225500	BARRM BETTY & LEDUKE	52 CORPORATE CIR	ALBANY	NY	12203
NY7106ZZ	P0225500	1 WINNERS CIRCLE	1 Winners Cir	ALBANY	NY	12205
NY7123ZZ	P0225500	DYKEN POND ROAD	20 MODONNA LAKE ROAD	ALBANY	NY	12082
NY7136ZZ	P0225510	200 MCCARTY AVENUE	200 MCCARTY AVENUE	ALBANY	NY	12209
NY7169ZZ	P0225500	39 NORTH PEARL STREET	39 N PEARL ST	ALBANY	NY	12207
NY7226ZZ	P0225500	8 AUTOMATION LANE	8 AUTOMATION LN	ALBANY	NY	12205
NY7297ZZ	P0225500	ALBANY INTERNATIONAL AIRPORT	ALBANY INTERNATIONAL AIRPORT	ALBANY	NY	12211

20 records found. Displaying page 1 of 2

- Magnifying glass icons open search windows for the search criteria in question

eRETA Search – Export to Excel

The screenshot displays the 'Work Request / RWA Search' interface. It features a grid of search criteria including: WR/RWA Type, WR/RWA Status, Pending Action, Building Number, Primary Worksite City, Agency Bureau Code, BOAC, PDN, Authorized Amount, RWA Acceptance/Start Date, WR/RWA Number, Request Category, Building Name, Primary Worksite State, Agency Name/Bureau Name, Severable Service, PCN, Agency Accounting Data, Agency Contact Email, Region, Organization Code, Building Type, Customer Funding Type, Customer ID, User ID, and GSA PM/POC Email. At the bottom right, the 'Export to Excel File' button is highlighted with an orange border. Below the search criteria, a message states: 'This report displays current WR/RWA information, including pending transactions. Therefore Pending or In Queue transactions may display differently than the official values in Pegasys.' The 'Search Results' section at the bottom contains the instruction: 'Please enter at least one criterion above and click 'Search' to see results.'

- Export to Excel of any search provided additional data that cannot be displayed on screen (due to space limitations)
- The Financial Review Export to Excel is one of the most widely used, supplementing data you might pull from other GSA websites (i.e. the PBS Customer Dashboard).

Work Request/RWA “Progress Tracker”

You are in Read-Only Mode

CUSTOMER INFORMATION

WR/RWA Number: [] Customer Request Date: 05/06/2021 Requested By: [] Edit
Status: Planning/Estimate Customer Signature: [] GSA Data Entry: []
Input Code: A GSA Region: 07 Estimate Tracking No: []

RWA Type: W WR/RWA Number: []
Agency Bureau: []
Agency Name: []
Primary Building State: Texas City: Austin
Building Number: [] Building Name: []
Address: [] Zip Code: 78741
Room Number/Specific Location in Facility: []
Request Category: (Nonseverable (Projects)) Requested Service Period: 10/01/2020 to 09/30/2021
Estimated FY Needed: Current
☐ This work is related to other RWA(s)
Estimated Amount: \$2,000 - \$25,000
Related RWA Number(s): []
Agency RWA Mailbox: []

Progress Tracker

Awaiting Action From :
GSA

Pre-Planning
Unassigned
Planning/Estimate
Pending-New
Signature Requested - Customer
Signature Requested - GSA
Accepted

- The Progress Tracker displays beside the “Customer Information” for all Work Request and RWAs
- The top will indicate who has the current action: you as the customer, GSA, GSA HQ Office, or no action (this final status will display for RWAs that are now accepted or those that are cancelled)
- The bubble will move down the path as the Work Request gets closer to RWA Acceptance
- The Progress Tracker currently only displays for Work Requests up to RWA Acceptance. Subsequent RWA amendments will not show a new set of statuses.

Creating/Submitting RWA Work Requests (WR)

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

CUSTOMER INFORMATION

WR/RWA Number: _____ Customer Request Date: _____ Requested By: _____
 Status: _____ Customer Signature: _____ GSA Data Entry: _____
 Input Code: _____ GSA Region: _____ Estimate Tracking No: _____

*** Required Fields**

* Agency Bureau: 01011-Judiciary-United States Courts Of Appeals

* Primary Building State: Alabama

Building: AL0010ZZ

Address: 2005 UNIVERSITY BLVD

Room Number/Specific Location in Facility: _____

* City: Tuscaloosa

Building Name: FEDERAL BUILDING-COURTHOUSE

Zip Code: 35401

☐ Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Request Category: Nonseverable (Projects)

Requested Service Period: _____ to _____

* Estimated FY Needed: Current

☐ This work is related to other RWA(s)

* Estimated Amount: \$25,000 - \$250,000

Related RWA Number(s): _____

Agency RWA Mailbox: Add new...

* Agency POC: john.doe@uscourts.gov

Name: Doe, John

Phone: (012) 345-6789

GSA PM/POC: (if known) Add new...

Name: _____

Phone: _____

* Description of Requirements: Modernize third floor office workstations and conference rooms.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA: _____

Save **Reset Form**

[Tab Instructions](#)

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.
- Required fields are marked by a red asterisk (*)
- The “Description of Requirements” field should be as detailed as possible
 - Attach documents to provide more details if necessary
- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.

Creating/Submitting RWA Work Requests (WR #)

The screenshot shows the eRETA system interface for creating a Work Request (WR). The interface includes a sidebar with navigation tabs (INFORMATION, BILLING, ACCOUNTING, CUSTOMER APPROVAL, PBS, AUTHORIZING, PBS APPROVAL) and a main form area. The form contains various fields for agency information, building details, request category, estimated amount, and a description of requirements. A 'Submit Request' button is highlighted with an orange box at the bottom right.

WR/RWA Number: W2131896

Status: Pre-planning

Customer Request Date:

Customer Signature:

GSA Region: 04

Requested By: GSA Data Entry

Estimate Tracking No.:

Agency Bureau: 01011-Judiciary-United States Courts Of Appeals

Primary Building State: Alabama

Building: AL0010ZZ

Address: 2005 UNIVERSITY BLVD

City: Tuscaloosa

Building Name: FEDERAL BUILDING-COURTHOUSE

Zip Code: 35401

Request Category: Nonseverable (Projects)

Estimated FY Needed: Current

Estimated Amount: \$25,000 - \$250,000

Agency POC: john.doe@uscourts.gov

Name: Doe, John

Phone: (012) 345-6789

Description of Requirements: Modernize third floor office workstations and conference rooms.

Submit Request

- A unique tracking Work Request Number and the WR status is changed to 'New' indicating it is saved for future lookup.
- It is not yet submitted to GSA. The user would have to click the "Submit Request" button to route the WR to the GSA region who will then assign a GSA Project Manager
- Once the eRETA user clicks "Submit Request", the WR status changes to 'Unassigned'...see next slide

Creating/Submitting RWA Work Requests - Status

RETA RWA ENTRY & TRACKING APPLICATION External Data Entry User @ gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

WR/RWA Number: W2131896 Customer Request Date: 02/08/2021 Requested By: external.DataEntryUser@gsa.gov Edit Copy WR

Status: Unassigned Customer Signature: GSA Data Entry: Input Code: A GSA Region: 04 Estimate Tracking No:

Agency Bureau: 01011 Agency Name: JUDICIARY, UNITED STATES COURTS OF APPEALS Primary Building State: Alabama City: Tuscaloosa Building Number: AL0010ZZ Building Name: FEDERAL BUILDING-COURTHOUSE Address: 2005 UNIVERSITY BLVD Zip Code: 35401 Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.) Request Category: Nonseverable (Projects) Requested Service Period: Estimated FY Needed: Current This work is related to other RWA(s) Related RWA Number(s): Estimated Amount: \$25,000 - \$250,000 Agency RWA Mailbox: Agency POC: john.doe@uscourts.gov GSA PM/POC: (if known) Name: Doe, John Name: Phone: (12) 345-6789 Phone:

Description of Requirements: Modernize third floor office workstations and conference rooms.

- After submitting the request to GSA, the Work Request will have an 'Unassigned' status, meaning GSA is in the process of assigning a PM to the project/service.
- Once GSA 'Assigns' a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.

Creating/Submitting RWA Work Requests - Assigned

Customer Information

WR/RWA Number: W2131896
Status: Planning/Estimate
Input Code: A

Customer Request Date: 2/8/2021
Customer Signature:
GSA Region: 04

Requested By: external.DataEntryUser@gsa.gov
GSA Data Entry: robertw.junkin@gsa.gov
Estimate Tracking No:

* Required Fields

RWA Type: * WR/RWA Number: 2131896 Generate

* Agency Bureau: 01011-Judiciary-United States Courts Of Appeals

* Primary Building State: Alabama
Building: AL0010ZZ
Address: 2005 UNIVERSITY BLVD
Room Number/Specific Location in Facility:

* City: Tuscaloosa
Building Name: FEDERAL BUILDING-COURTHOUSE
Zip Code: 35401 -
☐ Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Request Category: Nonseverable (Projects) Requested Service Period: to

* Estimated FY Needed: Current
☐ This work is related to other RWA(s)

* Estimated Amount: \$25,000 - \$250,000
Related RWA Number(s):
Agency RWA Mailbox: Add new...

* Agency POC: John.doe@uscourts.gov
Name: Doe, John
Phone: (012) 345-6789

GSA PM/POC: (if known) steven.sacco@gsa.gov
Name: Sacco, Steve
Phone: (202) 208-6177

* Description of Requirements: Modernize third floor office workstations and conference rooms.
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Cancel Work Request Save Save & Proceed >>> Reset Form

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.
- Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).
- Requirements development and cost estimating should occur between GSA and customer offline.
- Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you

Tab Instructions Feature

RETA REQUEST ENTRY & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

ACCOUNTING DETAILS

Tab Instructions

Accounting Details Tab

- **Agency Fund Year:** Enter the fiscal year of the appropriation used to fund this RWA. If a multi-year or no-year appropriation, enter the year the appropriation was authorized (e.g. the first year of the appropriation).
- **Fund Type:** Select the Appropriation Fund Type from the drop-down menu which includes:
 - Annual - An appropriation provided for a specified fiscal year and available for obligation only during the fiscal year for which made.
 - Multiple Year - An appropriation available for obligation for a finite period in excess of one fiscal year.
 - No-Year - Funding available for obligation without fiscal year limitation.
- **Expiration Date of Obligational Authority:** For annual or multi-year appropriations, enter the expiration date of the obligational authority of those funds. For example, if the funds cite an annual appropriation, the expiration date entered would be 9/30 of that fiscal year.
- **Agency Accounting Data:** Enter your agency accounting information. This information will be cited on billing statements and in the GSA Vendor and Customer Self Service (VCSS) application. For DFAS / DOD customers, this field should begin with the MIPR number. For US Courts, this field should include the court house number. For GSA Internal/Interfund customers, at a minimum enter your Fund Code, Budget Activity, Organization Code, and Function code. This field is limited to 255 characters.
- **Authorized Line Amount:** Enter the total amount this accounting line will fund. If you are adding only one accounting line for this RWA, the Authorized Line Amount should equal the total Agency Certified Amount of the RWA. If you are adding multiple accounting lines, the sum of the accounting lines should equal the total Agency Certified Amount of the RWA.
 - **NOTE:** While RETA/eRETA can handle multiple accounting lines, limitations with GSA's billing system only allow for one line to be included on each monthly billing statement. Check the radio button next to the appropriate accounting line to be billed first. When the accounting line to be billed needs to change, pull up the RWA, click the Edit (pencil) icon and submit a Customer Administrative Change - E input code. Navigate to the Accounting Details tab, select the radio button next to the new accounting line, save and proceed to the Customer Approval tab and click "Submit to Pegasys".
- **Treasurv Symbol:** Enter the Treasury Account Symbol (TAS) in the appropriate Component TAS format or search

Close

Save Save & Proceed >>> Reset

- Tab Instructions link is located at the bottom of the "RWA Wizard" when in Edit mode.
- Clicking it opens a new pop-up box on the screen which gives helpful information regarding how to enter information on your WR/RWA.

Entering RWA Information (Billing Info)

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Billing Information

WR/RWA Number: N1750155 Status: Pending New Input Code: A Read-Only View

* Required Fields

Agency Bureau Code 02011 Agency Name DEPARTMENT OF THE TREASURY, INTERNAL REVENUE SERVICE NATIONAL OFFICE

* Billing Type O: IPAC Agency Certified Amount \$16,910.92

* Billing Term M: Monthly * Funding Authority Non-Economy Act

* ALC 20090003 Agency Billing Contact Add new...

* Account Code/BOAC 20P355 Billing Contact Name

Billing Office Name INTERNAL REVENUE SERVICE Billing Contact Phone () - Ext

Agency Finance Billing Address BECKLEY FINANCE CENTER Funding Agency Code (FPDS)

Street Address 110 N HEBER STREET Funding Office Code (FPDS)

City BECKLEY Hold Billings No

State West Virginia Customer Order Number Customer can enter specific data elements here-print on bill

Zip Code 25801 - Fiscal Station Number

* Requisition ID bsc5000012328

Agency/Customer BPN/DUNS

Save Save & Proceed >>> Reset Form

RWA History Financial Review Documentation Comments

- As the WR becomes an RWA, customers and GSA can update data on the seven data entry tabs .
 - Customer data (first 4 tabs)
 - GSA data (final 3 tabs)
- Customers should begin entering data in eRETA at the same time they would previously have started the 2957 Form or whenever a GSA estimate is received
- Magnifying glass icons provide “lookups” to query codes not memorized
- Star icon allows customers to save “My Favorites”

Entering RWA Information (Accounting Details)

INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Add Agency Accounting Detail Line

Agency Certified Amt: \$16,910.92

* Agency Fund Year: 2018 * Authorized Line Amt \$:

* Fund Type: N: No Year * Treasury Symbol:

Expiration Date of Obligation Authority:

* Agency Accounting Data:

(Limited to 255 Characters)

My Favorites Close

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
01520182018 1061000	2018	2018	1061	<input type="checkbox"/>
01520182018 0327000	2018	2018	0327	<input type="checkbox"/>
01520182018 0404000	2018	2018	0404	<input type="checkbox"/>

[View All/Add Favorites](#)

[Agency Accounting Detail Lines Help](#)

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify	Delete
<input checked="" type="radio"/>	08/14/2018	08/14/2018	01520182018 1061000	2018	Annual	09/30/2018	\$0.00	test - acctg line 2	<input type="text"/>	<input type="text"/>
<input type="radio"/>	2/11/2017	12/11/2017	02020182018 0919000	2018	Annual	09/30/2018	\$16,910.92	18180919D RGA0010 3H NHARV	<input type="text"/>	<input type="text"/>

Agency Cert Amt: \$16,910.92 Authorized Line Amt: \$16,910.92

Records found. Displaying page 1 of 1 1

- Enter the appropriation(s) funding this RWA including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data (all data is transferred to future billing statements for easy reconciliation).
- Multiple funding sources (e.g. multiple appropriations) can fund an RWA. However the sum of all sources must equal the authorized amount.
- If multiple funding sources provided, only one funding source can be billed at a time. Check the “Line to Bill” column

Treasury Account Symbol (TAS) and “My Favorites”

RETA

& TRACKING APPLICATION

SEARCH

DATA ENTRY

FINANCIAL REVIEW

DOCUMENTATION

ESTIMATES

GSA

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Tab Instructions

Agency Accounting Details

WR/RWA Number: N0387626

Status: Accepted Successfully

Input Code: X

Read-Only View

* Required Fields

Edit Agency Accounting Detail Line

Agency Certified Amt \$944,096.78

* Agency Fund Year 2020

* Fund Type A: Annual

Expiration Date of Obligational Authority 09/30/2020

* Authorized Line Amt \$ 944,096.78

* Treasury Symbol 070202020 0540000

TEST000 000 E1 83-31-00-000 24-30-2000-00-00

* Agency Accounting Data

(Limited to 255 Characters)

My Favorites

Component Treasury Symbol	Available From	Available To	Main Account Code	Remove Favorite
01020152015 0930000	2015	2015	0930	X
020 X7999137			7999	X
07520192019 0884000	2019	2019	0884	X

View All/Add Favorites

Agency Accounting Detail Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
			07020102					NONE000 000 E1 83-31-00-000 24-30-2000-00-00-00-00 GE-32-75-00 3ER293	

TAS and “My Favorites” (cont.)

Treasury Symbol Search

Treasury Symbol Main Account Code

Available From Year Available To Year

Description My Favorites

The Treasury Account Symbol (TAS) format used by RETA, eRETA, and GSA's Financial Management system Pegasys is known as the "Component Format" and has the following structure or components:

- 1) three digit agency code (e.g. 047)
- 2) four digit "beginning" year of the appropriation (e.g. 2020 for annual or multi-year funds; or four empty spaces for no-year funds)
- 3) a four digit "end" year of the appropriation (e.g. 2020 for annual funds; 2021 for multi-year funds; or four empty spaces for no-year funds)
- 4) an empty space for annual or multi-year funds; an X for no-year funds
- 5) four digit Agency Fund Code (e.g. 0544, 1106, 1234)
- 6) three final positions for a sub-account, if no sub-account this will show as three zeros

The following are examples of a complete Component TAS. Note that every other "component" is underlined in these examples to help you visually separate each part:

Annual Funding example: 04720202020 0123000
(Notice the beginning and ending year are identical (2020). Furthermore there is a SINGLE space between the ending year and the fund code)

Multi-Year Funding example: 04720202022 0123000
(This is a two-year appropriation as the beginning year (2020) and ending year (2022) are two years apart. Furthermore there is a SINGLE space between the ending year and the fund code)




No-Year Funding example: 047 X0123000
(Notice that there are EIGHT empty spaces between the agency code and the "X" for no-year, the eight spaces are where the beginning year + ending year would normally be)

This search allows you to query on partial codes or on several components at once. If you get no results, try a broader search such as the Agency Code and just the beginning fund year (e.g. 0472020) and see how many results return. Then refine your query from there.

"My Favorites": To the right of the Treasury Symbol field and the magnifying glass icon is the "My Favorites" (yellow star icon). This feature allows you to locate your Treasury Symbols and then save them as a "My Favorite" by highlighting the star to the left of your desired TAS code(s). The next time you enter an RWA, click directly on the "My Favorites" icon and your favorite Treasury Symbol(s) will display for quick selection.

IS THE PROVIDED TREASURY SYMBOL NOT AVAILABLE IN RETA/eRETA? If the Treasury Symbol is not found even after ensuring the format is exactly as described above, please review the bottom portion of the [Treasury Symbol Glossary definition](#) for instructions on how to add a missing Treasury Symbol in RETA/eRETA.

- Highlight the “star” icon to save a favorite TAS
- Instructions explain the exact “Component TAS” format required by Treasury and GSA billing system
- Use partial TAS code to run a search
- TAS search allows for both “Component” format and also “Two-digit year” format

Search Results									
Favorite	Component Treasury Symbol	Two Digit Year Treasury Symbol	Sub-level Prefix	Agency Identifier	Available From Year	Available To Year	Main Account Code	Sub-Account Code	Description
	01520202020 0327000	15200327		015	2020	2020	0327	000	INDEPENDENT COUNSEL, JUSTICE
	01520202020 0339000	15200339		015	2020	2020	0339	000	OFFICE OF INSPECTOR GENERAL, JUSTICE
	01520202020 0100000	15200100		015	2020	2020	0100	000	SALARIES AND EXPENSES, FOREIGN CLAIMS SETTLEMENT COMMISSION

Multiple Funding Strings and “Line to Bill” Feature

Agency Accounting Details

WR/RWA Number: A5007820 Status: Accepted Successfully Input Code: X [Read-Only View](#)

* Required Fields

[Agency Accounting Detail Lines Help](#) [Print/Export](#) [Add](#)

Agency Accounting Detail Line has been added successfully.

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	06/10/2019	06/10/2019	02820192 019 8704000	2019	Annual	09/30/2019	\$0.00	Line #2 - TEST	
<input type="radio"/>	05/25/2017	06/19/2018	02820172 017 8704000	2017	Annual	09/30/2017	\$836,325.23	CAN: 4001132 SOC: 3225 Appropriation: 28178704	

Agency Cert Amt: \$836,325.23 Authorized Line Amt: \$836,325.23

2 Records found. Displaying page 1 of 1 1

- GSA Billing system can only bill one (1) accounting line at a time
- E-input code can be used to change which line is billed

Confirming “Agency Certified Amount” matches GSA Estimate (page validation)

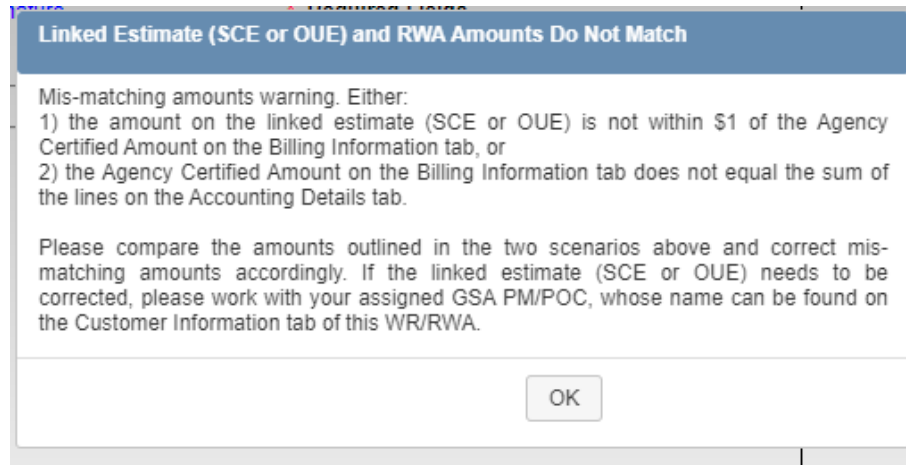
The screenshot displays the "Billing Information" tab in the eRETA system. On the left, a sidebar contains navigation links: CUSTOMER INFORMATION, BILLING INFORMATION (selected), ACCOUNTING DETAILS, CUSTOMER APPROVAL, and PBS INFORMATION. The main content area shows the following fields and values:

- WR/RWA Number: N1955756 | Status: Pending New | Input Code: A | Read-Only View
- Agency Bureau Code: 02804
- Agency Name: SOCIAL SECURITY ADMINISTRATION
- * Billing Type: O: IPAC
- * Billing Term: M: Monthly
- * ALC: 28040001
- * Account Code/BOAC: 281008
- Estimate Total: \$31,606.03 (text is red)
- Agency Certified Amount: \$29,000.00 (field is highlighted with a green box)
- * Funding Authority: Non-Economy Act
- Agency Billing Contact: [dropdown]
- Billing Contact Name: [text field]
- Billing Contact Phone: [text field]
- Funding Agency Code (FPDS): [text field]
- Funding Office Code (FPDS): [text field]

A red arrow points from the "Estimate Total" value to the "Agency Certified Amount" field, indicating the comparison point for validation.

- The amount of the estimate linked to your Work Request now displays on the “Billing Information” tab just above the “Agency Certified Amount” field.
- If a different amount is entered from the estimate, the “Estimate Total” will turn red to indicate the amounts do not match.
- If the amounts remain different (by more than +/- \$1.00), eRETA will prevent you from submitting the Work Request to GSA (see next slide).
- Either the “Agency Certified Amount” must be updated or you must work with your GSA Project Manager if you believe the estimate amount is incorrect.

Confirming “Agency Certified Amount” Matches GSA Estimate (final validation)



- If the “Agency Certified Amount” on the “Billing Information” tab remains different (by more than +/- \$1.00) than the GSA estimate linked to the Work Request, eRETA will prevent you from submitting the RWA to GSA.
- Either the “Agency Certified Amount” must be updated to match the linked estimate or you must work with your GSA Project Manager if you believe the estimate amount is incorrect (the latter may be true during a Continuing Resolution (CR) - see next slide).

Continuing Resolution Guidance for Submitting Partially Funded OT Utility RWAs

Overtime Utility Estimate (OUE) and RWA Amounts Do Not Match

This new or amended RWA cannot be submitted to GSA for acceptance until the Agency Certified Amount and the Estimate Total amounts are within \$1. However, if you are submitting this RWA to account for a Continuing Resolution (either partially funding the RWA or amending the RWA back to the full amount), please take the following steps.

1) Contact your GSA PM/POC (he/she can be found on the Customer Information tab of this RWA) to request they update the linked OUE to match the amount entered in the Agency Certified Amount and 2) Once the OUE is approved (you should receive a confirmation email when it is done), return to this RWA to submit it to GSA for acceptance.

OK

- If the “Agency Certified Amount” on the “Billing Information” tab is different than the GSA Overtime Utility Estimate (OUE) linked to the Work Request, eRETA will display the above unique warning message.
- In this scenario, GSA realizes that some agencies can only partially fund OT Utility RWAs during a Continuing Resolution (CR). As such, eRETA directs the customer to work with their GSA Project Manager to adjust the OUE to account for the partial amount funded under the CR.

Warning Message for Changes to the RWA Period of Performance

Official Period of Performance (PoP) can only be modified by GSA

You have updated the Requested Service Period for this RWA. However, the official Period of Performance (PoP) dates are found on the PBS Approval tab, editable only by GSA. If the official PoP should be updated, please take the following steps.

1) Ensure this amendment was initiated as an X-input code (if not, return to the Summary tab and start the amendment over), 2) Enter all necessary changes and click "Send to GSA" on the Amendment Summary tab, and 3) Lastly, contact your GSA PM/POC (he/she can be found on the Customer Information tab of this RWA) to inform them of this pending amendment and to request that they update the official PoP on both the estimate linked to this RWA and the PBS Approval tab of this RWA.

OK

- If the "Requested Service Period" dates on the "Customer Information" tab are adjusted on any RWA amendment (for RWAs previously accepted), the above warning message will display.
- The "Requested Service Period" dates are not the official Period of Performance (PoP) dates documented in GSA's systems. The official dates are on the "PBS Approval" tab, which only GSA has the ability to change.
- The warning message instructs the eRETA user to: 1) ensure the amendment they are entering is an X-input code amendment (see amendment slides for definition), 2) then submit the amendment with the updates to the "Requested Service Period", and then 3) lastly to also communicate directly with the GSA Project Manager to emphasize the requested PoP change so the official dates can be changed to match.

Capturing RWA Signatures

The screenshot displays the RETA/eRETA system interface, specifically the 'Customer Approval' tab. The left sidebar contains navigation links: CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL (highlighted), PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. At the bottom of the sidebar is a 'Tab Instructions' link. The main content area is titled 'Customer Approval' and includes a header with 'WR/RWA Number: W1969852', 'Status: Planning/Estimate', 'Input Code: A', and a 'Read-Only View' link. A blue instruction box states: 'Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.' A '+ Click here for signature option instructions' link is present. The 'Electronic Signature Request' option is selected and highlighted with an orange box. Below this, the 'Signature of Fund Certifying Official' is set to 'Not Yet Signed'. The 'Fund Certifying Official' field contains 'john.doe@uscourts.gov' with a search icon. The 'Name of Signer' is 'Doe, John'. The 'Certifying Official's Phone' is entered as '(123) 456-7891' with an 'Ext' field. A 'Date' field with a calendar icon is also present. A checkbox for certification is unchecked. An 'Upload New' button is located below the checkbox. A table with columns 'Document Type', 'Document Name', 'Upload Date', and 'Delete' is shown, with a red message 'No records found' below it. At the bottom are 'Save', 'Send to GSA', and 'Reset Form' buttons. The footer includes 'Documentation' and 'Comments' links.

RETA & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Approval

WR/RWA Number: W1969852 Status: Planning/Estimate Input Code: A Read-Only View

Please complete this screen if entering a new RWA or processing an amendment that requires a new signature.

+ Click here for signature option instructions

☒ Electronic Signature Request

Signature of Fund Certifying Official: Not Yet Signed

* Fund Certifying Official: john.doe@uscourts.gov

Name of Signer: Doe, John

Certifying Official's Phone: (123) 456-7891 Ext

Date

☐ I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page.

Upload New

Document Type	Document Name	Upload Date	Delete
No records found			

Save Send to GSA Reset Form

Documentation Comments

- The “Customer Approval” tab is where customers identify who will sign the RWA by selecting “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA
- The “Send to GSA” button must be clicked to move the RWA towards acceptance. If not clicked, GSA will take no action and the RWA not be accepted.

Digital Signature Email from DocuSign

TEST-TEST-TEST_RWA_N1936377_Buffalo_NY_001  Inbox 



Suganthi Balachandiran via DocuSign <dse_demo@docusign.net>
to me ▾

10:52 AM



Suganthi Balachandiran sent you a document to review and sign.

[REVIEW DOCUMENT](#)

Suganthi Balachandiran
suganthi.balachandiran@gsa.gov

If you digitally sign RWAs, make sure to add the following email addresses to your address book so your email client does not treat them as spam:

- dse@docusign.net
- dse_na2@docusign.net
- dse_na3@docusign.net

Digitally Signing in DocuSign

Please review the documents below.
FINISH
OT

START

🔍 🔍 📄 📄 🗨️ ?

2020	Multi-Year	09/30/2021	07/06/2020	\$0,000.00

122. If applicable, enter the Total Agency Certified Amount from any attached sheet(s) here

If this is an amendment, please identify the old and new amounts in Block 8 accordingly.

14A. Funding Agency Code (FPDS)	14B. Funding Office Code (FPDS)	15. Agency/Customer Order Number	13. Total Agency Certified Amount
		W1936377	\$0,000.00

16B. Requisition Identification Number	17. PEGASYS Document Number (PDN) and Line Number - GSA Interfund Customer Use Only - enter values as PDN-PLN (e.g. IX123456-01)		
A.	B.	C.	D.

CUSTOMER FUND CERTIFICATION

By its signature below, the Requesting Agency certifies (a) that all special funding and procurement requirements of the Requesting Agency, including statutory or regulatory requirements applicable to the funding being provided by the Requesting Agency, have been disclosed to GSA; (b) that all internal reviews/approvals required by the Requesting Agency prior to placing this RWA with GSA have been completed; (c) that the Requesting Agency has a *bona fide* need in the current fiscal year for the work described in this RWA; (d) that the funds identified by the Requesting Agency in this RWA are legally available for further obligation and expenditure by GSA in furtherance of the work described in this RWA; and (e) that the Requesting Agency accepts the General Terms and Conditions set forth on page 3 of this RWA. Further written assurances regarding funding availability may be required depending on the facts and circumstances of individual requests.

18A. Signature of Fund Certifying Official	18B. Date
<div style="background-color: #FFD700; padding: 5px; display: inline-block;"> Sign </div>	11/22/2019

18C. Name of Fund's Certifying Official	18D. Certifying Official's E-Mail Address
Jeff Franz	jeffrey.franz@gsa.gov

18E. Telephone Number of Certifying Official	(012) 345-6789
--	----------------

NOTE: The General Services Administration will bill the Requesting Agency in accordance with Federal Management Regulation (41 CFR) Section 102-85.195. It is anticipated that the Agency Certified Amount provided in Block 13 will be sufficient to complete the work requirements of the Requesting Agency. If an unforeseen circumstance arises during performance of the work that increases the cost of the work such that the funds provided by the Requesting Agency will be insufficient to complete the work requested under this agreement, GSA will seek an amended RWA from the Requesting Agency for additional funding that is legally available to fund antecedent liabilities prior to incurrence of costs

Audience Poll - Dedicated Funding

Does my agency need to have dedicated funding set aside for a project or service before I can submit a Work Request in eRETA to GSA?

- Yes
- No

Audience Poll - RWA Signatures

Do you need an eRETA user ID to digitally sign an RWA?

- Yes
- No

RWA Amendment Input Codes

The screenshot shows a web interface for RWA (Request for Work Amendment) management. On the left is a sidebar with navigation tabs: SUMMARY (active), CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, and CUSTOMER APPROVAL. The main content area is titled 'RWA Summary' and shows the status 'Accepted Successfully'. It includes fields for 'Input Code:', 'Last Modified By: mandy.honn@gsa', and 'Last Modified: 06/20/2018'. A dropdown menu for 'Select Input Code:' is open, showing five options: 'Customer Administrative Change - E input code' (selected), 'Customer Administrative Change - E input code', 'Billing Change - H Input code', 'Cancel/Early Completion (Halt Project/Service) - N Input Code', and 'Amount/Scope Change - X Input Code'. An 'Apply' button is next to the dropdown. Below the dropdown, there are fields for 'RWA #:' (A5007820), 'Estimate Tracking #:' (SCWA0280417145016), 'Work Site:' (WA0063ZZ), 'Building Name:' (FED BLDG USPO & CH), 'REXUS Lease Project #:', 'Lease #:', and 'Building Type:' (Owned).

When do I need an amendment?

- If GSA entered the RWA before eRETA and you want to correct or add any missing data
- You need to cancel the RWA after acceptance due to priority changes in your organization
- You need to add funding to an RWA

Four Amendment Types:

- E-input code: Customer Administrative Change - direct submission to Pegasys
- H-input code: Billing Change
- N-input code: Cancel/Early Completion
- X-input code: Amount and/or Scope Change

RWA Amendment Input Codes (cont.)

Field Name	Admin Change (E-input)	Billing Change (H-input)	Amount/ Scope Change (X-input)
Customer Information Page			
Date of Request			
Agency POC information	✓		✓
Description of Requirements			✓*
Requested Service Period From	✓		✓
Requested Service Period To	✓		✓
Work Request for multiple buildings checkbox	✓		✓
Overtime Utilities	✓	✓	✓
Estimated Fiscal Year Needed			
Estimated Amount			✓
Work Requests related to other RWAs checkbox	✓		✓
Related RWAs text field	✓		✓
GSA PM/POC			
Building			
Comments	✓	✓	✓
Region			
ETN			
Billing Information Page			
Agency/Customer BPN			
Customer Order Number	✓	✓	✓

- Depending on the “Input Code” selected, certain fields are editable and others are disabled (grayed out).
- Changing certain fields will automatically required new digital signatures
- Visit www.gsa.gov/ereta and navigate to the eRETA Training materials page for the full crosswalk listing editable fields by input code.

Amendment Summary Tab

RETA REQUEST & TRACKING APPLICATION

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Summary of Requested Changes

WR/RWA Number: [N0273976](#) Status: Mod-Initiated Input Code: X [Read-Only View](#)

Field	Before	After
1 - Customer Information		
❖ Agency POC	berenice.guzman@ssa.gov	larry.g.smith@ssa.gov
❖ Agency RWA Mailbox	berenice.guzman@ssa.gov	joseph.tomsyck@ssa.gov
Description of Requirements	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.	RWA to cover all cost related to the office's bollard & landscape project. Contact: Natasha Shabazz (DM, PH: (877)335-4107, ext 29502. Increase cost to adjust for premium work time (afterhour/weekends). Original RWA in the amount of \$106,798.45 is being amended to obligate an additional \$18,318.06 making the new total of this RWA \$125,116.51. Mod 2 - for additional landscaping in order to get the Permit from the City will increase \$11,333.30. For a new Total RWA cost of \$136,449.81.
Overtime Utilities	No	No
Related RWA Number(s)		
Requested Service Start		
Requested Service End		
Request is for Multiple Buildings	No	No
❖ Room Number/Specific Location in Facility		3rd floor
Work Related to Other RWA(s)	No	No
2 - Billing Information		
Account Code/BOAC	283001	283001
Agency Billing Contact		
Agency Bureau Code	02804 - SOCIAL SECURITY ADMINISTRATION	02804 - SOCIAL SECURITY ADMINISTRATION

- Amendment Summary tab shows fields that changed from previous version to amended version in blue (for H-input code and X-input code amendments).
- Click the “Send to GSA” button at the bottom of the tab to send for potential acceptance.

Audience Poll - Using eRETA

As a result of today's session, how much more comfortable are you using eRETA to submit RWA information to GSA?

- Much more comfortable
- Somewhat more comfortable
- I still need some more training

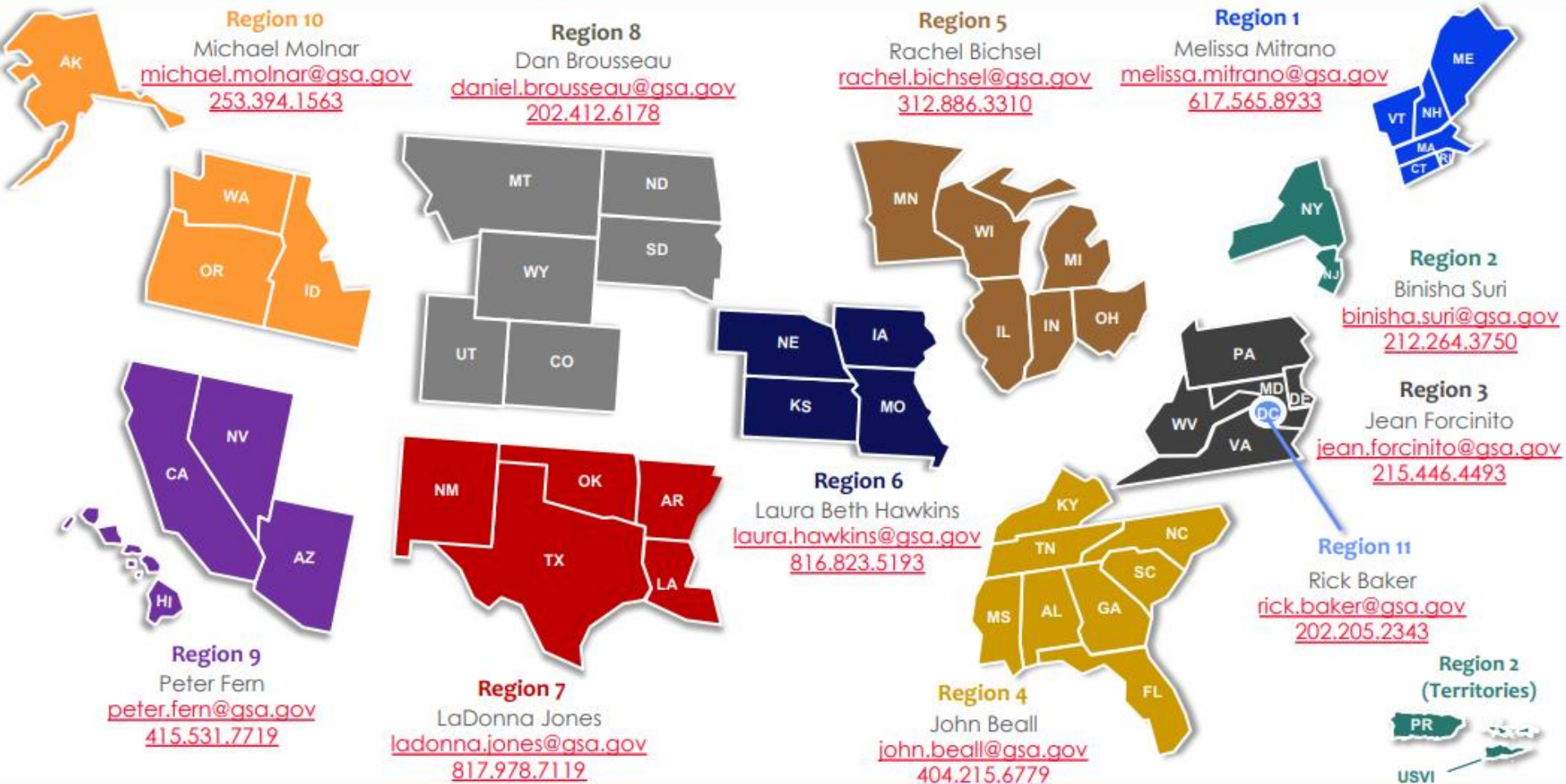


Additional Resources

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? ereta@gsa.gov
- General RWA question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
 - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA



GSA PBS Reimbursable Services RWA Managers





*Thank you for joining us today for
eRETA Digest*

*Training materials, including PDF User Guides and video recordings of
previous training demonstrations, are available at:*

www.gsa.gov/ereta

Questions?



Join us for the next Client Enrichment Series session!

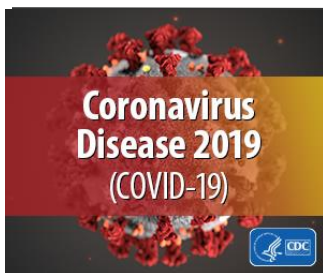
PBS Office of Leasing's GLS Plus

Private Sector Experience, Public Sector Value

Thursday, September 16th, 2021

1pm-2:30pm

Register Now!



GSA's COVID-19 Resources for Customers

See our ***COVID-19 Website*** for our Emergency Response Activities and our ***Safer Federal Workplace page*** for procedures and guidance for GSA Owned and Leased Buildings, Projects and Workplaces

Watch CES sessions on  **YouTube**

Bookmark and binge watch all your favorite CES sessions!